

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on 30 September 2019

Present:

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Ms Emma Fitzgibbons	PAR
Mr David Hope (Chair)	COP	Ms Clare Sayce	PAR
Ms Joanne Reeves	COP	Ms Rachel Lockwood	STF
Ms Tina Shaw	LA	Mrs Amanda Abley	HT

COP= Co-opted Governor; PAR = Parent Governor; STF = Staff Governor; HT = Headteacher;
LA = Local Authority Governor

In Attendance: Ms Sue McClinton (clerk), Mr Oliver Milton (subsequently elected as co-opted governor)

ACTION

1.	Welcome & Apologies for Absence Apologies were accepted from Ms Brincat.	
2.	To Note the Need to Declare any Conflict of Interest Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item	
3.	To Receive notification of any other business for Item 14 Y6 classroom, climate action	
4.	Minutes of the Meeting held on 8 July 2019 Agreed as a true record and signed by the Chair	
5.	Matters Arising from the Minutes of 9 July 2018	
5.5.7	Gift Aid Forms: Charity needs to register with HMRC and then gift aid declaration will be available online. To follow up in Resources (RC)	RC
5.5.12.2	Governor Self Review: Ms Sayce will support the Chair by collating responses and will be on agenda at next meeting.	CS/Nov FGB agenda
5.5	Field Project: Ms Cameron Griffith is following up, there having been a change of personnel at county.	SCG
5.11	Parent and Staff Surveys: The Chair could not access documents sent him by Mr Irwin before he moved and is following up. Has had an initial discussion with staff and there will be a further meeting. All other actions on the agenda or completed (with exception of the sports premium report – Mr Irwin has now moved away).	Chair
6.	Governor Business	
6.1	Governor Membership: It was noted that Ms Haller has resigned following a communication from the clerk. Mr Milton was approved as a co-opted	

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6.2	governor. He is a parent and an architect who is involved in education building. A parent governor will be elected this week. Appointment of Clerk: Ms McClinton from Herts for Learning (HfL) was appointed for the year 2019-20.	
6.3	Election of Vice Chair: Ms Cameron Griffiths was elected Vice Chair for this academic year.	
6.4	Committee Terms of Reference (ToR): Approved for RC and SIC. (See Item 14.1)	
6.5	Committee membership: Agreed Mr Blok to chair RC and Ms Cameron Griffiths to chair SIC. Clerks to remain the same. Mr Milton to join RC and it is hoped the new parent governor will do likewise to equalise membership.	
6.6	Links/Panel Members: Governor responsibilities agreed and an updated list of links and committee membership will be added to GH. Noted need for exclusion training every two years and some governors to be complaints trained.	Clerk
6.7	Declaration of Interest: Agreed that all will complete on GH by Friday and let the clerk know if there are any changes during the year. Clerk to download and send to school for Single Central Record (SCR). Also, all governors asked to familiarise themselves with Keeping Children Safe in Education (KCSIE) changes and renew declaration on GH as well as check personal details.	All Govrs
6.8	Governor Training: Update carried forward in absence of Ms Brincat. The Chair will liaise with her over the need for exclusions/complaints training as well as in-house training. All governors reminded to keep their training record on GH up to date.	Chair/CB/All Govrs
6.9	Governor Code of Conduct: Re-issued with meeting papers and all governors to note the expectations contained therein.	
7.	Report from Resources Committee (RC) RC has not met since the July meeting, but there were two updates: Annual Health & Safety Audit: The Chair and the HT carried out the audit before the end of last year. It resulted in only a couple of minor changes to signs. It was noted that county has also audited the school's H&S because of the building project and has recently asked for the fire risk assessment. It is envisaged they will continue to be vigilant as the building project progresses. Priority School Building Programme (PSBP) Update Unfortunately, there has been a delay in signing contracts. If signed today, the start date will be 1 December 2019 (not October half term), but confirmation is awaited. To meet the finish deadline of Easter 2021, the proposal is to work on the playground and astro turf areas at the same time, thereby removing outdoor space for the first half term after Xmas. It was acknowledged that the work will be weather dependent and will also be observed by an archaeologist which could add to the delay. It was acknowledged that we are not in control of the timetable, but all efforts will be made to communicate plans for managing the disruption as the project evolves. It was agreed to check their fire plan to ensure there is adequate access. Governors expressed concern about the impact on	

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	<p>wellbeing. Q: In relation to wellbeing, do we know where we are now? A: baseline provided by the DfE toolkit. Jigsaw is now the PHSE scheme of work based on mindfulness. Q: how will you know the impact? A: feedback from the leads, practitioner opinions, pupil voice, SENCO feedback etc.</p>	
9.	<p>Annual Reports Safeguarding: Carried forward Children Looked After (CLA): there are no CLA in school. SEN Information Report: Updated information is on the website. SEN link will look at it and put on next agenda.</p>	<p>Nov FGB CS/Nov FGB</p>
10.	<p>Any other safeguarding issues None</p>	
11.	<p>Future School Structures Working Party Options paper carried forward.</p>	<p>Nov FGB</p>
12.	<p>Policies</p>	
12.1	<p>Child Protection Policy: Policy based on the Herts revised model which reflects the September 2019 KCSIE update. Policy approved. It was agreed that all governors would press the button on GH when they have familiarised themselves with KCSIE. (go into your name, press on declarations, scroll down and button at bottom of page)</p>	<p>All Govrs</p>
12.2	<p>Governors delegated the review and approval of various safeguarding policies to the head – behaviour, anti-bullying, attendance, whistleblowing, dealing with allegations with staff and CLA. It was noted that the list of statutory policies and approval responsibility has been updated. Clerk to post list.</p>	<p>Clerk</p>
13.	<p>School Visits 2019-20 Autumn visit will include safeguarding, SEN & maths (Ms Reeves to attend pupil progress meeting), Spring to include development of subject leaders, wider curriculum and pupil premium, summer to include sport. Noted that midyear visit linked to development of subject leadership skills will focus on foundation subjects (history, geography, music) and how changes have impacted. A written visit report is expected to add to an evidence file for Ofsted. Also agreed that referencing governor visits in News on the 9th would help promote the work of governors.</p>	
14.	<p>Any Other Business as notified in Item 3</p>	
14.1	<p>Terms of Reference: were raised again and it was agreed that they should be reviewed by each committee in more detail and return to FGB for final approval. Clerk to check recommendations re quorum, noting that it has sometimes been difficult to get enough governors at RC.</p>	<p>SIC/RC/FGB Clerk</p>
14.2	<p>Y6 Classroom: Two large holes in the roof have recently become apparent. Roof is not part of the building work. Building will be needed during the building work so will seek estimates for repair, but thereafter it is</p>	

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14.3	<p>suggested that it is not used as a classroom. Nearing end of its life, steps deteriorating too.</p> <p>Climate Action: Q: What is the school’s approach to pupils who want time out to support action. There is no guidance from county as to authorising absence. Six pupils went to the last action and absence was authorised. Only absent until about 11.30 am</p>	
15.	<p>Date of Next Meeting</p> <p>FGB: Monday 25 November 2019 (7 pm)</p> <p>Committee Dates: RC 8 November, 28 Feb, Budget meeting tbc & 3 July SIC 29 November, 3 April, & 19 June (all 8 am)</p>	

Signed:
(Chair)

Date:

ACTION SUMMARY

Item	Action	Who/Where
5.5.5.7	Ensure gift aid process is completed	RC
5.5.12.2	Compile governor self-review and to next FGB agenda	CS/Nov FGB Agenda
5.5	Follow up Field Project	SCG/Nov FGB Agenda
5.11	Follow up staff and parent surveys; meet with staff	Chair
6.6	Update Committee membership list & appoint new parent governor to committee at next meeting.	Clerk/Nov FGB Agenda
6.7	Update Pecuniary Interest & KCSIE declarations on GH as well as check governor details are up to date.	All Govrs
6.8	Chair to liaise with CB re training & all governors to keep training record up to date on GH	Chair/CB/All Govrs
7.	Thank you note to parents for donations within newsletter	Chair
8.	SATS analysis for SIC and HT report at Nov FGB	SIC/HT/Nov FGB
8.	Chair to summarise GB objectives from discussion and each committee to review and develop them.	Chair/Ctees
10.	Annual Safeguarding Report & SEN Information report	Nov FGB Agenda
11.	Future School Structure Working Party – options paper	Nov FGB Agenda
12.2	Post revised list of statutory policies	Clerk
14.1	Committees to review Terms of Reference Clerk to check recommendations re quorum	SIC/RC/FGB

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